

June 30, 2005

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 04-33</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

**FROM:** GRACE A. KILBANE  
National Director  
Office of Job Corps

**SUBJECT:** User's Guide: Computer Information System Disability Data Collection

1. Purpose. To provide information about the Computer Information System (CIS) Disability Data Collection User's Guide, a tool to help center staff meet disability data collection requirements.
2. Background. In 2002, the National Office of Job Corps began collecting and analyzing disability-related data from Job Corps centers on a biannual basis using an online data collection system. This information is used to:
  - a. respond to requests for disability information;
  - b. determine topics for disability-related training;
  - c. develop content for the Job Corps Disability Web site, [www.jobcorpsdisability.com](http://www.jobcorpsdisability.com); and,
  - d. establish guidance for the field.

In 2004, the Job Corps Data Center (JCDC) incorporated a disability data collection module within CIS. Job Corps centers are required to accurately collect and submit disability data using this module (Policy and Requirements Handbook [PRH] Chapter 6: Section 6.11, R7 (c)). To help Job Corps centers meet this requirement, a user's guide has been developed to provide staff with a quick reference tool that:

- provides technical instructions for entering disability data in CIS;
- offers resource and training information; and,
- answers frequently asked questions about CIS disability data collection.

3. Reference. Job Corps Program Instruction 04-02 provides additional information about disability data collection in CIS, including an attachment on ensuring accurate data collection. In addition, the JCDC offers Job Corps center staff a 1-hour training session on the CIS disability screens. All disability coordinators should participate in this training. Training dates and times are announced on the JCDC training calendar, located at <http://training.jobcorps.org/calendar/calendar.htm>.

4. Action. Center Directors are to ensure that a copy of the User's Guide is distributed to Job Corps center disability coordinators and other staff as appropriate, as well as complete the training session provided by JCDC on line at [www.jobcorpsdisability.com](http://www.jobcorpsdisability.com).

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Barbara Grove at (202) 693-3116, or emailed to [grove.barbara@dol.gov](mailto:grove.barbara@dol.gov).

Attachment